

Meet with contractors concerning entry of data into SEMS, metadata to EPA, and redaction Collection #1 (raw data):

Contractor enters all documents in SEMS. Raw data consists of:  
\* All releasable.  
\* All non-releasable images.  
EPA provides Contractor with number of EPA personnel that will review Collection #1  
Contractor allocates metadata (ME) parts to EPA personnel  
EPA approves Contractor's allocation of ME parts  
Contractor provides allocated ME parts to EPA personnel  
EPA reviews images in all folders / SEMS imagesdocuments listed on ME as .

10/07/14

10/17/14

Contractor enters all documents in SEMS. Raw data consists of:  
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\* All non-releasable images.  
EPA provides Contractor with number of EPA personnel that will review Collection #1  
Contractor allocates metadata (ME) parts to EPA personnel  
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Contractor provides allocated ME parts to EPA personnel  
EPA reviews images in all folders / SEMS imagesdocuments listed on ME as .

10/07/14

10/17/14

EPA reviews collection #1 and on ME identifies (1) releasable (not requiring redaction) images and (2) releasable (requiring redaction) images, and (3) non-releasable images.  
EPA adds to the ME bates numbers for all images in SDMS documents that require redaction.  
EPA gives Contractor the ME with bates numbers for all images in SDMS documents that require redaction.  
Contractor provides EPA with cost / time estimates and submit a second WRF for approval.  
After Contractor gets tasking for the next WRF, Contractor adds documents to be redacted into a second Special Collection and performs draft redactions for PII on images previously identified by EPA selected bates numbers.  
  
Contractor provides EPA with second ME (draft redactions / second collection) for EPA approval.  
EPA reviews second ME (draft redactions / second collection).  
EPA provides Contractor with second ME (approved redactions / second collection).  
Contractor uploads approved second ME (approved redactions / second collection) into SEMS-DMS

10/24/14

Collection #2 (data to be redacted):

EPA reviews collection #1 and on ME identifies (1) releasable (not requiring redaction) images and (2) releasable (requiring redaction) images, and (3) non-releasable images.  
EPA adds to the ME bates numbers for all images in SDMS documents that require redaction.  
EPA gives Contractor the ME with bates numbers for all images in SDMS documents that require redaction.  
Contractor provides EPA with cost / time estimates and submit a second WRF for approval.  
After Contractor gets tasking for the next WRF, Contractor adds documents to be redacted into a second Special Collection and performs draft redactions for PII on images previously identified by EPA selected bates numbers.  
  
Contractor provides EPA with second ME (draft redactions / second collection) for EPA approval.  
EPA reviews second ME (draft redactions / second collection).  
EPA provides Contractor with second ME (approved redactions / second collection).  
Contractor uploads approved second ME (approved redactions / second collection) into SEMS-DMS

10/24/14

Contractor creates third collection comprised of:  
\* Plus releasable (not requiring redaction) images.  
\* Plus releasable (redacted) images  
\* Minus non-releasable images.

10/24/14

Collection #3 (releasable collection):

Contractor creates third collection comprised of:  
\* Plus releasable (not requiring redaction) images.  
\* Plus releasable (redacted) images  
\* Minus non-releasable images.

10/24/14

Collection #4 (Evidence collection)

1

Evidence gathering training for worksheet entries, search terms, and images to be searched.

10/07/14

2

Evidence materials - TCEQ's 2009 list of 92 generator names associated with the CES Houston facility. TCEQ obtained the 92 name from self reported waste manifests that were electronically submitted by generators to TCEQ

10/07/14

3

Evidence materials - TCEQ's 2010 list of 20 generator names associated with the CES Houston facility. TCEQ obtained the 20 name from self reported waste manifests that were electronically submitted by generators to TCEQ

10/07/14

4

Evidence materials - CES related files in SDMS. Source of all images in 334 SDMS files is from ten DVDs obtained by 65F-TF from EPA CID. Images were initially electronically obtained by EPA-CID during its now completed criminal investigation of the CES Houston facility.

10/07/14

Search Priorities for Evidence collection - (Collection #4)  
Phase 1

Using names from TCEQ's 2009 list, search all 334 CES related files in SDMS to identify and obtain no more than five images of the following titled documents that associate each of the 92 named entities with wastes at the CES-Houston. Obtained images will later be attached to 104(e) or combination 104(e) GN letters that will be sent to all 92 entities. Attached five images will serve as EPA's samples of evidence to associate letter addressees to the CES Houston facility.  
  
Evidence image - Bill of Lading  
Evidence image - Invoice  
Evidence image - Manifest  
Evidence image - Ocean Tanker Bill of Lading  
Evidence image - Shipper's Declaration For Dangerous Goods  
Evidence image - Tank Wash Work Order

10/24/14

Phase 2

Using names from TCEQ's 2010 list, search all 334 CES related files in SDMS to identify and obtain no more than five images of the following titled documents that associate each of the 20 named entities with wastes at the CES-Houston. Obtained images will later be attached to 104(e) or combination 104(e) GN letters that will be sent to the 20 entities. Attached five images will serve as EPA's samples of evidence to associate letter addressees to the CES Houston facility.  
  
Evidence image - Bill of Lading  
Evidence image - Invoice  
Evidence image - Manifest  
Evidence image - Ocean Tanker Bill of Lading  
Evidence image - Shipper's Declaration For Dangerous Goods  
Evidence image - Tank Wash Work Order

10/24/14

Phase 3

1

In alphabetical order merge into a single list the names of all entities from phase 1 and 2.

10/24/14

2

For each named entity create an individual file that contains five images of evidence documents for the respective named entity.

10/24/14

3

Site attorney will review findings/evidence and accept names and obtained evidence or recommend additional evidence images be acquired.

10/24/14

4

Site attorney will determin review findings/evidence and accept names and obtained evidence or recommend additional evidence images be acquired.

10/24/14

5

Site attorney will now advise EO if additional serach time be extended to Identify other business entities not already identified on TCEQ's 2009 and 2010 lists should be identified. If Site attorney decides that additional search time be spent the search will be extended to Phae 4.

10/24/14

Phase 4

Using the following named evidence terms, search all 334 CES related files in SDMS to obtain no more than five images of sample of evidence that associate additional business entities with waste substances at the CES Houston facility. Enter findings into the spreadsheet and make copies of matching images.  

Search Terms	Matching hits for named term
Evidence image - Bill of Lading	297 Folders, 35,017 Pgs
Evidence image- Invoice	302 Folders, 97,334 Pgs
Evidence image- Manifest	312 Folders, 140,572 Pages
Evidence image- Ocean Tanker Bill of Lading	2 Folders, 2 Pgs
Evidence image - Shipper's Declaration For Dangerous Goods	4 Folders, 72 Pgs
Evidence image - Tank Wash Work Order	184 Folders, 11,299 Pgs

10/24/14

Phase 5

1

In alphabetical order merge into a single list the names of all entities from phase 1, 2, and 4.

10/24/14

2

For each additional named entity create an individual file that contains five images of evidence documents for the respective named entity.

10/24/14

-- TCEQ's 2009 List of Names --

Page #

Names

Code H

1

5

2

5

3

5

4

6

2

5

6

6

5

7

5

1

8

4

9

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16

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17

6

-- TCEQ's 2009 List of Names --

Names

Numbers

Code H

1

1

ALLIED PETROCHEMICAL LLC

1

ATRIMAC TRANSPORTATION EAST INC MER-LIQUID TRANSPORT

1

BRENTTAG SOUTHWEST INC

1

DANA TRANSPORT INC

1

DRESSER INC

1

GATX RAIL CORPORATION

1

GOODMAN MANUFACTURING COMPANY LP

1

GSF Energy, L.L.C.

1

HALLIBURTON ENERGY SERVICES INC

1

HOBAS PIPE USA INC

1

Noltex L.L.C

1

Plaquemine Point Shipyard, LLC

1

PORT ARTHUR CHEMICAL & ENVIRONMENTAL SERVICES LLC

1

QUIETFLEX MANUFACTURING COMPANY LP

1

Safety-Kleen Systems, Inc.

1

T. T. BARGE SERVICE MILE 237, LLC

1

1

Progress Tracking

Redaction Training  
Evidence Collection Training  
Redaction progress

00/00/14  
10/25/14

18  
Totals

4  
92

1  
12

TT Barge Cleaning, Mile 183, Inc.

T.T. Barge Cleaning Mile 183, Inc.  
TRIMAC TRANSPORTATION EAST INC  
U.S. Oil Recovery, L.P  
WASHAMERICA INC

1  
1  
1  
1  
Totals 20 2